

**From:** [Lauren Schlau](#)  
**To:** "Steve Hillard"  
**Cc:** "Kerry Morrison"; Kent Smith; "Laurie Hughes"; Jessica Lall  
**Subject:** RE: Revised Banquet Order  
**Date:** Monday, July 27, 2015 12:36:25 PM

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Ok Steve then I'll pay the balance with my CC and get reimbursed from CDA.

Thank you so very much! You really have made this possible, and the more we learn of the situation, the more critical and worthwhile this Forum is/will be.

Best Lauren

-----Original Message-----

From: Steve Hillard [<mailto:shillard@streetplus.net>]  
Sent: Monday, July 27, 2015 12:11 PM  
To: Lauren Schlau  
Subject: RE: Revised Banquet Order

I will write a check for \$2,500 on Thursday at the event. Also, I will be registering three of our program managers to attend also.

Steve Hillard | President & Principal  
Streetplus | Atlantic Maintenance Corporation  
(610) 466-9770 Direct Office Line  
(718) 757-1758 Mobile

-----Original Message-----

From: Lauren Schlau [<mailto:laurens@lsconsult.com>]  
Sent: Monday, July 27, 2015 3:06 PM  
To: 'Kerry Morrison'; 'Jessica Lall'  
Cc: 'Laurie Hughes'; Steve Hillard; 'David Downey'  
Subject: RE: Revised Banquet Order

Hi All; I just contacted the hotel and gave them an estimated count of 56 (it can be raised but not lowered). It will be helpful to have an updated count for them by tomorrow.

FYI I expect a few to reg. at the door, including Miranda Paster who I already know about (and I think is not included in the count).

I gave the hotel my credit card as hold and prelim payment (they won't charge it until tomorrow). Once we have the final costs (the hotel catering contact Nicole is sending me a revised estimate today). Then I can be reimbursed from Streetplus and CDA.

I hope this works for everyone (if not let me know how to do it differently).

I greatly appreciate Laurie lead on getting this set up...in reviewing the banquet order its very fair (and under the Burbank Marriott we were considering).

Best Lauren

-----Original Message-----

From: Kerry Morrison [<mailto:Kerry@hollywoodbid.org>]  
Sent: Friday, July 24, 2015 4:12 PM  
To: Lauren Schlau (laurens@lsconsult.com); Jessica Lall  
Cc: Laurie Hughes (lhughes@gatewaytola.org)  
Subject: FW: Revised Banquet Order

Ladies, see info from Laurie. I'll leave this in your hands to work out the financial logistics.  
Laurie will just need to know whose credit card will be used for Thursday.

Many, huge, thanks  
Kerry

From: Laurie Hughes [<mailto:lhughes@gatewaytola.org>]  
Sent: Friday, July 24, 2015 12:44 PM  
To: Kerry Morrison <Kerry@hollywoodbid.org>  
Cc: Jessica Lall <jessica@southpark.la>  
Subject: Revised Banquet Order

Kerry,

Here is the revised Banquet Order based on 65 attendees.  
The Event Order that I sent you yesterday for based on 40 attendees.

I haven't followed your sponsorship participation.

But I suggest that someone from CDA pay the hotel fees by credit card and then settle up with the sponsor.

Laurie Hughes  
Executive Director  
Gateway to L.A.  
6151 W. Century Blvd., #121  
Los Angeles, CA 90045  
[www.gatewaytola.org](http://www.gatewaytola.org)<<http://www.gatewaytola.org>>

(310) 216-7328 Office  
(310) 418-2661 Mobile

[Gateway to L.A. logo (purple A) small]

From: nicole.domanti@hyatt.com<<mailto:nicole.domanti@hyatt.com>>  
[\[mailto:nicole.domanti@hyatt.com\]](mailto:nicole.domanti@hyatt.com)  
Sent: Friday, July 24, 2015 11:14 AM  
To: lhughes@gatewaytola.org<<mailto:lhughes@gatewaytola.org>>  
Subject: RE: Hotel Needs

Hi Laurie,

Thank you for bringing this to my attention today.

Please see attached is the updated EO and estimate. Please sign and return the event order to me at your earliest convenience.

Thank you,

Nicole Domanti  
Event Sales Manager  
The Concourse Hotel at Los Angeles Airport - A Hyatt Affiliated Hotel

6225 West Century Blvd Los Angeles, CA 90045  
T: 310.337.6524 F: 310.670.7852 E:Nicole.domanti@hyatt.com  
www.concoursehotellax.hyatt.com<<http://www.concoursehotellax.hyatt.com/>>

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THINK BEFORE YOU PRINT: Please consider the environment before printing this email.

From: Laurie Hughes [<mailto:lhughes@gatewaytola.org>]  
Sent: Thursday, July 23, 2015 2:20 PM  
To: Domanti, Nicole (LAXLA-F)  
<nicole.domanti@hyatt.com<<mailto:nicole.domanti@hyatt.com>>>  
Subject: RE: Hotel Needs

Yes, please add.

From: nicole.domanti@hyatt.com<<mailto:nicole.domanti@hyatt.com>>  
[<mailto:nicole.domanti@hyatt.com>]  
Sent: Thursday, July 23, 2015 12:47 PM  
To: lhughes@gatewaytola.org<<mailto:lhughes@gatewaytola.org>>  
Subject: RE: Hotel Needs

Hi Laurie,

Just to confirm, you would like to add this, correct?

Thank you,

Nicole Domanti  
Event Sales Manager  
The Concourse Hotel at Los Angeles Airport - A Hyatt Affiliated Hotel

6225 West Century Blvd Los Angeles, CA 90045  
T: 310.337.6524 F: 310.670.7852 E:Nicole.domanti@hyatt.com  
www.concoursehotellax.hyatt.com<<http://www.concoursehotellax.hyatt.com/>>

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THINK BEFORE YOU PRINT: Please consider the environment before printing this email.

From: Laurie Hughes [<mailto:lhughes@gatewaytola.org>]  
Sent: Thursday, July 23, 2015 12:45 PM  
To: Domanti, Nicole (LAXLA-F)  
<[nicole.domanti@hyatt.com](mailto:nicole.domanti@hyatt.com)<<mailto:nicole.domanti@hyatt.com>>>  
Subject: RE: Hotel Needs

OK, Thanks

From: [nicole.domanti@hyatt.com](mailto:nicole.domanti@hyatt.com)<<mailto:nicole.domanti@hyatt.com>>  
[<mailto:nicole.domanti@hyatt.com>]  
Sent: Thursday, July 23, 2015 12:41 PM  
To: [lhughes@gatewaytola.org](mailto:lhughes@gatewaytola.org)<<mailto:lhughes@gatewaytola.org>>  
Subject: RE: Hotel Needs

Hi Laurie,

I can do \$275.00++ for the entire event, this is the lowest I can go with the amount of people you have.

Nicole Domanti  
Event Sales Manager  
The Concourse Hotel at Los Angeles Airport - A Hyatt Affiliated Hotel

6225 West Century Blvd Los Angeles, CA 90045  
T: 310.337.6524 F: 310.670.7852 E:[Nicole.domanti@hyatt.com](mailto:Nicole.domanti@hyatt.com)  
[www.concoursehotellax.hyatt.com](http://www.concoursehotellax.hyatt.com)<<http://www.concoursehotellax.hyatt.com/>>

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THINK BEFORE YOU PRINT: Please consider the environment before printing this email.

From: Laurie Hughes [<mailto:lhughes@gatewaytola.org>]  
Sent: Thursday, July 23, 2015 12:18 PM  
To: Domanti, Nicole (LAXLA-F)  
<[nicole.domanti@hyatt.com](mailto:nicole.domanti@hyatt.com)<<mailto:nicole.domanti@hyatt.com>>>  
Subject: RE: Hotel Needs

Yes, we need for all users.... \$350 seems high. Please see if you can get a better rate or waived.  
These days you can't have an all day meeting with no WiFi access.

Laurie

From: [nicole.domanti@hyatt.com](mailto:nicole.domanti@hyatt.com)<<mailto:nicole.domanti@hyatt.com>>  
[<mailto:nicole.domanti@hyatt.com>]

Sent: Thursday, July 23, 2015 12:12 PM  
To: lhughes@gatewaytola.org<<mailto:lhughes@gatewaytola.org>>  
Subject: RE: Hotel Needs

Hi Laurie,

This is for 5 users, this is typically for the presenter and registration.

We can offer you wifi for \$350 for all users. Please let me know if you would like to add this.

Thank you,

Nicole Domanti  
Event Sales Manager  
The Concourse Hotel at Los Angeles Airport - A Hyatt Affiliated Hotel

6225 West Century Blvd Los Angeles, CA 90045  
T: 310.337.6524 F: 310.670.7852 E:Nicole.domanti@hyatt.com  
www.concoursehotellax.hyatt.com<<http://www.concoursehotellax.hyatt.com/>>

Journeys. Meet Here. Like Us on Facebook and Share Your  
Journey!<<https://www.facebook.com/ConcourseHotelLAX?ref=bookmarks>>

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THINK BEFORE YOU PRINT: Please consider the environment before printing this email.

From: Laurie Hughes [<mailto:lhughes@gatewaytola.org>]  
Sent: Thursday, July 23, 2015 10:52 AM  
To: Domanti, Nicole (LAXLA-F)  
<nicole.domanti@hyatt.com<<mailto:nicole.domanti@hyatt.com>>>  
Subject: RE: Hotel Needs

Nicole,

Talk to me about the WiFi charge.... What does "Limited Users" mean?

Laurie

From: nicole.domanti@hyatt.com<<mailto:nicole.domanti@hyatt.com>>  
[<mailto:nicole.domanti@hyatt.com>]  
Sent: Wednesday, July 22, 2015 5:00 PM  
To: lhughes@gatewaytola.org<<mailto:lhughes@gatewaytola.org>>  
Subject: RE: Hotel Needs

Hi Laurie,

Attached is the event order and estimate, please sign and return this to me by Thursday at 3pm. If you have any questions or changes, feel free to give me a call at 310-337-6524.

Wifi- \$75.00 for limited users.  
I can wait until Monday to collect the final amount of guests. If you are

above the 47 person mark, please let me know, as we are ordering linen for next week and we have to make sure there are enough tablecloths and napkins for the event.

I also changed the set up to crescent rounds of 7, so that people can face the front for the presentation. Please let me know if you would like to keep this as rounds of 10.

Best regards,

Nicole Domanti  
Event Sales Manager  
The Concourse Hotel at Los Angeles Airport - A Hyatt Affiliated Hotel

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T: 310.337.6524 F: 310.670.7852 E:Nicole.domanti@hyatt.com  
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THINK BEFORE YOU PRINT: Please consider the environment before printing this email.

From: Laurie Hughes [<mailto:lhughes@gatewaytola.org>]  
Sent: Tuesday, July 21, 2015 9:43 AM  
To: Domanti, Nicole (LAXLA-F)  
Subject: FW: Hotel Needs

Hi Nicole,

See responses below. Re: AV.... We just need a screen.  
Is WI-FI available??

Please send me the menu.

Laurie Hughes  
Executive Director  
Gateway to L.A.  
6151 W. Century Blvd., #121  
Los Angeles, CA 90045  
www.gatewaytola.org<<http://www.gatewaytola.org/>>

(310) 216-7328 Office  
(310) 418-2661 Mobile

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From: Kerry Morrison [<mailto:Kerry@hollywoodbid.org>]  
Sent: Monday, July 20, 2015 6:08 PM

To: Laurie Hughes  
Cc: Jessica Lall; Lauren Schlau  
(laurens@lsconsult.com<<mailto:laurens@lsconsult.com>>)  
Subject: RE: Hotel Needs

Laurie, as you can see, I just sent out an email re/ this.

See below for a couple answers:

From: Laurie Hughes [<mailto:lhughes@gatewaytola.org>]  
Sent: Monday, July 20, 2015 10:48 AM  
To: Kerry Morrison  
Subject: Hotel Needs

Hi Kerry,

The hotel needs your program time-line.

What name do you want on the event (for the lobby board)?  
CA Downtown Association Homeless Forum

What time will your attendees be arriving?  
9:30 a.m.  
Can we have just coffee/tea available?

Do you need a check-in table?  
Yes

What time do you want lunch served (it is buffet)?  
12:30

Do you have any AV needs?  
Yes...but if we bring our own projector, can we save some money? (e.g., we would need a screen)

How will you be handling payment?

Am copying Jessica on this, as we have a sponsor who we are drawing from, and Lauren, as our folks have been paying a registration fee.

Ladies, do you have a suggestion on how/who pays since money is coming from two sources?

Finally Laurie, we probably won't have a good estimate of number of people until Monday. I know we need that for food. Will that be ok?

Kerry

Laurie Hughes  
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